

Building

200 Footings
 201 Footing/Foundation
 204 Tilt Up Walls
 205 Foundation
 206 Comm'l Flatwork/Slab
 207 Interior Slab on Grade
 208 Approach/Sidewalk
 209 Struct/Elevated Gar Slab
 211 Masonry/Brick/Stone
 213 Waterproofing
 214 Fireplace
 215 Underfloor Framing
 216 Shearwalls/Holdowns
 220 Framing
 221 Structural Steel Frame
 225 Roof Sheathing
 229 Pre Roof Inspection
 230 Roofing
 231 Insulation/Vapor Barrier
 236 Underground Fire Supply
 237 Fire Supply Backflow
 238 Flush
 239 Hydrostatic Test
 240 Fire Wall
 241 Ceiling Grid
 242 Retaining Wall
 243 Bldg Adult Foster Care
 244 Demolition
 245 Structural Investigation
 250 Other Miscellaneous
 258 Construction Trailer
 259 Sign Attachment
 297 Roofing Final
 298 Res Building Final
 299 Comm'l Bldg Final/FLS

Park/Camps

500 Park Rough Grading
 510 Park Pre-Paving
 515 Other Miscellaneous
 520 Park Design Review
 599 Park Final

Planning/DE

010 PreConst Erosion Control
 020 Final Erosion Cntrl Insp
 030 On-Site Storm Water Fac
 801 Planning Final
 802 Dev Engineering Final
 803 Tree Protection
 805 Dev Engineering Misc.

Grading

400 Site Prep
 405 Rough Grade
 410 Other/Miscellaneous
 499 Grading Final

Plumbing

300 Underfloor Plumbing
 301 Underground Utilities
 302 Trench Drain/Infiltration
 303 Fire Sprinkler (Res)
 305 Ground Work
 310 Plumbing Rough In
 315 Water Heater
 320 Shower Pan Test
 321 Sewer/Septic Cap
 325 Backflow Device
 335 Storm Sewer
 336 Rain Drains
 337 Crawl Space Drain
 338 Footing Drain
 339 Catch Basin
 340 Drywell/Soakage Trench
 341 Manhole
 345 Sanitary Sewer
 350 Water Service
 355 Other/Miscellaneous
 356 Plumbing Investigation
 357 Medical Gas
 399 Plumbing Final

Mechanical

600 Furnace
 601 Vents
 602 Fuel Burning Appliance
 603 Fire/Smoke Damper
 604 Ducts
 607 Underfloor Mechanical
 608 A/C and Compressors
 610 Commercial Hood
 612 Mechanical Rough In
 613 Mechanical Investigation
 614 Other/ Miscellaneous
 616 Tool Inspection
 618 Hydronic Piping
 619 Gas Pressure/Test/Piping
 621 Refrigeration Line
 622 Process Piping
 699 Mechanical Final

Electrical

100 Res Elect Rough In
 101 Service
 102 Feeder
 103 Tool Inspection
 104 Underground Electric
 105 Cover Residential
 106 Limited Energy/Signal
 107 Elect Adult Foster Care
 108 Temporary Service
 109 Wall Cover Comm'l
 110 Ceiling Cover Comm'l
 112 Hot Tub/Spa/Pool
 114 Pump Installation
 115 Sign Installation
 116 Renewable Energy
 120 Other/Miscellaneous
 121 Reconnect
 122 Electrical Investigation
 123 LE Wall Cover Comm'l
 124 LE Ceiling Cover
 199 Electrical Final

Fire

932 Fire Generator
 933 Ceiling Cover
 934 Fire Sprinkler
 935 Fire Alarm
 936 Other/Miscellaneous
 937 Fire Vault
 938 Fire Hydrant
 939 Fire Connection (FDC)
 940 Post Indicator Valve
 945 Tool Inspection
 946 Fire Suppression
 947 Site Fire Inspection
 996 Fire Suppression Final
 997 Fire Alarm Final
 998 Fire Sprinkler Final
 999 Fire Final

Manufactured Home

700 Site Review
 701 MH Install/Set Up
 702 MH Electrical Feeder
 712 Other/Miscellaneous
 799 MH Final

Building Development Division

City of Gresham

1333 NW Eastman Parkway

Gresham Oregon 97030

Inspection Request Procedures

Using the Web
www.greshamoregon.gov
 Or
 Automated Phone Line
 503-661-3909



AREA OF JURISDICTION

In addition to the City of Gresham, we conduct permitting and inspection services for unincorporated East Multnomah County. Inspections within the city limit service area are performed Monday through Friday 8:30 am to 3:30 pm.

Inspections for the east Multnomah County service area are performed on Monday, Wednesday, and Friday only, from 8:30 am to 3:30 pm. If the Application Type Description in the application information section of your permit starts with the letters "**MC**" your property is located in unincorporated Multnomah County.

Inspectors are available by telephone from 8:00 to 8:30 am and from 3:30 to 4:00 pm each day to answer your questions and take special inspection instructions. The Building Division is located on the second floor of Gresham City Hall and can be reached through the Permit Center on the first floor. Our office hours are 8 am to 4 pm Monday through Friday.

ERIC SCHMIDT, S.E.
DIRECTOR BUILDING OFFICIAL

PERMIT SERVICES

Permit Services is open Monday through Friday from 8 am to 4:00 pm. A Development Engineer, Building Plans Examiner, and a Development Planner are always on duty in addition to a staff of permit technicians. These people will help you understand the permit application process and provide explanations of requirements and standards, calculate fees, and help you identify what information is necessary to submit a complete application. Permit Services offers handouts, permit applications, reference documents and read-only access to the Permits On Line System and Land Parcel System.

Approval must be received prior to proceeding to the next inspection. Do not cover before necessary inspections have been approved.

FINAL APPROVAL MAY ALSO BE REQUIRED FROM LAND USE

Ufer Ground (concrete encased electrode)
Setbacks, Footings
Foundation Waterproofing/Crawl Area Drainage
Engineered Backfill for Basement/Retaining Walls
Underfloor Plumbing & Plumbing Post & Beam
Sanitary Sewer Service
Water Service
Perimeter Rain Drains
Footing / Underfloor Drain
Underground Electrical (Commercial)
Structural/Mechanical Post & Beam
(prior to underfloor insulation)
Rough-in/Top-out Plumbing
Electrical - Cover & Service
Insulation
Drywall
Low Voltage Electrical - Cover
Electrical Wall/Ceiling Cover (Commercial)
Exterior Shearwall Nailing (prior to covering sheathing)
Framing/Fireplace/Rough-in Mechanical
Gas Line Test
(after Rough-in Plumbing, Cover/ Service Electrical approval)
Final Plumbing and Final Electrical
Final Building, Mechanical, Grading, and Public Improvement
(plumbing and electrical finals must be completed before calling for the building final.)

MANUFACTURED HOMES

Site Review
Blocking
Sewer, Water, Rain drains (if applicable/any time during construction)
Electrical Service
Skirting
Final Inspection

OBTAINING INSPECTION RESULTS USING THE PERMIT PIN NUMBER

Step 1: Enter the Permit Pin Number

All permits have a pin number unique to the individual permit. The system will confirm correct entry of the pin number by speaking back the site address.

Step 2: The system will list the inspections by most recent date.

Press 1 to move through the inspections until you hear the desired result.

Press 2 to hear results on another permit number

Press 3 to return to the main menu

Press 9 to repeat the options

OBTAINING INSPECTION RESULTS USING THE APPLICATION NUMBER

Step 1: Enter the Application Number

The application number is located at the top of the first page of the permit sheet(s). All application numbers are 10 digits long, though it not necessary to enter the leading zeros. (Example: 05-00000031 would be entered 05-31)

Step 2: Identifying the permit

Some applications will have more than one permit attached. If there is more than one permit attached to the application, the system will list all permits by permit type. Push the 2 digit numeric key that corresponds to the permit you wish to schedule an inspection on.

Step 3: Obtaining results

The system will list the inspections by most recent date.

Press 1 to move through the inspections until you hear the desired result.

Press 2 to hear results on another permit number

Press 3 to return to the main menu

Press 9 to repeat the options

IMPORTANT POINTS TO REMEMBER BEFORE YOU CALL

Calls received prior to 6:30 AM will be processed the same day.

Calls after 6:30 AM will be processed the next business day.

The address must be posted on the job site prior to the first requested inspection.

Approved plans must be on site.

The permit will expire if work does not commence within 180 days of issuance.

The permit will become void if work is suspended for more than 180 days.

All work within the Public Road Right-of-Way requires coordination directly with Development Engineering, 503-618-2525.

Scheduling or Canceling an Inspection or Viewing Inspection Results Using the Web.

Simply type in: www.greshamoregon.gov/. When this page opens, click on I want to access the Permit Center, Permits Online.

Step 1: Enter the Application Number

(Please note for permits issued prior to August 19th, 2005, the Permit Number is now called an Application Number. Therefore, Permit Number SFRC 05-0032 would be entered as 05-32.) Click Submit.

Step 2: Select Schedule/Cancel an Inspection

From the menu to the left click on Schedule/Cancel an inspection. This will bring you to the Schedule or Cancel an Inspection screen for that application.

Step 3: Click either the Schedule or Cancel an Inspection Link

This will bring you to the list of permits for the application. Select the permit for which you wish to schedule or cancel an inspection. Scheduling:

Step 4: Click the Display List of Possible Inspections link

Click on the desired inspection type code. This will bring you to the screen that allows you to select the date for the inspection Step 5: Select the desired Inspection Date

The system will allow you to schedule an inspection up to five days in advance. Next you will see the screen that will allow you to enter any comments for the Building Inspector such as "big dog in back yard".

Step 5: Select the Continue Button

This will bring you to the last screen for scheduling the inspection. You may print this screen or just write down the confirmation number as verification for the scheduling of the inspection. Click Finish to end the session and return to the home screen. Click on Schedule another Inspection to continue the with scheduling other inspections.

Canceling:

Step 4: Select the Inspection to be cancelled

Click on the inspection to be canceled. This will bring you to the verification screen. Select either **Yes** to cancel or **NO** to leave the inspection scheduled. Follow the scheduling instructions to reschedule the inspection.

Obtaining Inspection Results Using the Web.

Step 1: Enter the Application Number

(Please note for permits issued prior to August 19th, 2005 the Permit Number is now called an Application Number. Therefore Permit Number SFRC 05-0032 would be entered as 05-32.) Click Submit.

Step 2: Select Inspection Status

From the menu to the left click on Inspection Status. This will bring you to the list of permits for the application. Select the permit for which you wish to view inspection results.

Inspection Request Line — For access, dial 503-661-3909

You will hear "Thank you for calling the City of Gresham 24 hour inspection line."

To schedule an inspection, Press (1).

To cancel an inspection, Press (2).

To hear inspection results, Press (3).

SCHEDULING AN INSPECTION USING THE PERMIT PIN NUMBER

Step 1: Enter the Permit Pin Number

All permits have a pin number unique to the individual permit. The system will confirm correct entry of the pin number by speaking back the site address.

Step 2: Enter the appropriate Inspection Code

See the list on the back of this booklet or use the prompts in the system to determine the correct code for your inspection. Wait for your confirmation number. During the scheduling of the inspection, you may leave a voice mail for the inspector.

Step 3 After you have scheduled an inspection, you can:

Repeat your confirmation number - press 1

Request another inspection on the same permit – press 2

Request an inspection on another permit – press 3

Return to the Main Menu - press 4

Repeat confirmation number and this menu—press 9

SCHEDULING AN INSPECTION USING THE APPLICATION NUMBER

Step 1: Enter the Application Number

The application number is located at the top of the first page of the permit sheet(s). All application numbers are 10 digits long, though it not necessary to enter the leading zeros. (Example: 05-00000031 would be entered 05-31)

Step 2: Identifying the permit

Some applications will have more than one permit attached. If there is more than one permit attached to the application, the system will list all permits by permit type. Push the numeric key that corresponds to the permit you wish to schedule an inspection on.

Step 3: Enter the appropriate Inspection Code

See the list on the back of this booklet or use the prompts in the system to determine the correct code for your inspection. Wait for your confirmation number. During the scheduling of the inspection, you may leave a voice mail for the inspector.

Step 3 After you have scheduled an inspection, you can:

Repeat your confirmation number—press 1

Request another inspection on the same permit—press 2

Request an inspection on another permit—press 3

Return to the Main Menu—press 4

Repeat confirmation number and this menu—press 9

Note:

Please write down the confirmation number.

This number is the easiest way (and sometimes the only way) to locate the inspection request in the Permit Tracking System.

If you call before 6:30 am on the day of the scheduled inspection, use the **Automated Inspection Request Line** to cancel the inspection. If you are calling after 6:30 am to cancel an inspection for that day, you will need to call the main office number, **503-618-2845**, and speak to a Customer Service Representative.

CANCELLING AN INSPECTION USING THE PERMIT PIN NUMBER

Step 1: Enter the Permit Pin Number

All permits have a pin number unique to the individual permit. The system will confirm correct entry of the pin number by speaking back the site address.

Step 2: To cancel or reschedule the inspection

To cancel the inspection - press 1

To reschedule the inspection - press 2

To leave this inspection as scheduled press 3.

To return to the previous menu press the # key.

Note: If there is more than one inspection scheduled for the permit, press 3 to go to the desired inspection to be cancelled.

CANCELLING AN INSPECTION USING THE APPLICATION NUMBER

Step 1: Enter the Application Number

The application number is located at the top of the first page of the permit sheet(s). All application numbers are 10 digits long, though it not necessary to enter the leading zeros. (Example: 05-00000031 would be entered 05-31)

Step 2: Identifying the permit

Some applications will have more than one permit attached. If there is more than one permit attached to the application, the system will list all permits by permit type. Push the two digit numeric keys that correspond to the permit for which you wish to schedule an inspection.

Step 3: To cancel or reschedule the inspection

To cancel the inspection - press 1

To reschedule the inspection - press 2

To leave the inspection as scheduled press 3.

To return to the previous menu press the # key.

Note: If there is more than one inspection scheduled for the permit, press 3 to go to the desired inspection to be cancelled.